



Society of St. Francis Xavier, Pilar's  
**Fr. Conceicao Rodrigues College of Engineering**  
Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400 050  
(Autonomous College affiliated to University of Mumbai)

## CIRCULAR

### Faculty Orientation Program for Newly Appointed Faculty

**Date: 28/11/2025**

All newly appointed faculty members are hereby informed that the **Faculty Orientation Program** has been organized to familiarize them with the institution's vision, mission, academic procedures, code of conduct, Examination process and teaching-learning practices.

The orientation program aims to help new faculty integrate smoothly into the institutional environment and understand their roles and responsibilities.

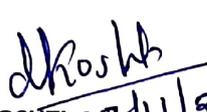
The detailed schedule of the program is as follows:

**Date:** 9<sup>th</sup> December 2025

**Time:** 10:00 am to 1:00 pm

**Venue:** 708

All concerned faculty members are requested to attend the program *without fail*.

  
DR. DIPALI KOSHTI

DEAN - IQAC

  
DR. SAPNA PRABHU

(I/C PRINCIPAL)





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**Schedule of the Faculty Orientation Program on 9<sup>th</sup> December 2025:**

Sl. No	Content	Time	Speaker
1	Welcome Address by Principal	10:00 am to 10:10 am	Dr. Sapna Prabhu (Principal)
2	Vision, Mission and values of the institute, Institute History, Over view of the Programs offered by the Institute	10:10 am to 10:30 am	Dr. Dipali Koshti (Dean-IQAC)
3	Academic System and Curriculum structure	10:30 am to 11:00 am	Dr. Deepak Bhoir (Dean Academics)
4	OBE and Teaching Learning Process	11:00 am to 11:30 am	Dr. Monica Khanore (Program Coordinator, Computer Engineering dept.)
5	Examination and Assessment Procedure	11:30am to 12:30 pm	Prof. Merly Thomas (Controller of Examination)



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(Academic Year :2025-2026)

**Activity Report**

Title	Faculty Orientation Program for Newly appointed faculty members.
Organizing Committee	IQAC-CRCE
Date and Time	9/12/2025,10:30am -1:00pm
Mode of Conduction	Offline at 108
Conducted by	Dr,Sapna Prabhu (Principal,FrCRCE) Dr. Deepak Bhoir, Dean Academics Dr. Dipali Koshti,Dean IQAC Prof. Merly Thomas, Controller of Examination Dr.Monica Khanore,Program Coordinator (CE)
Number of Faculty attended.	20
Objective	To familiarize new faculty members with Institute vision ,Mission, academic procedure, code of conduct, Teaching-Learning Practices and Examination Process .
Outcome	The orientation program benefits the newly joined faculty to smoothly integrate into the institutional system and prepared them to contribute effectively to academic excellence and quality education.

**ACTIVITY PHOTOS**



Dean IQAC

Dr.Dipali Koshti